Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100050071-4

REPORTS INVENTORY

PREPARE IN DUPLICATE

DDS&T/OSA-61-8

1. TITLE OF REPORT (If a fill-in report include Form No.)

Schedule of expenses and Obligations Form 565

2. TYPE OF REPORT: [X] STATISTICAL; [ ] NARRATIVE; [ ] MACHINE-MADE LISTING

3. FUNCTIONAL AREA: [ ] PERSONNEL; [ ] TRAINING; [ ] LOGISTICS; [ ] SECURITY; [ ] MEDICAL; [X] FINANCE; [ ] ADMIN. GENERAL; [ ] OTHER (specify)

4. NO. OF COPIES PREPARED: 4

5. FREQUENCY (weekly, monthly, quarterly, etc.): Monthly

6. DISTRIBUTION (No. of components not number of copies): 1-OF, 1-OSA, STAT

7. FORMAT (memorandum, form, computer print-out, etc.): Form

8. ADP PROCESSING: [ ] YES; [X] NO; IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: STAT

10. PREPARING COMPONENT (Include lowest level contributing information to report) STAT

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

Class A Financial Records

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

| GRADE | HOURLY RATE | X | HOURS PER REPORT | = | COST PER REPORT | X | TIMES PREPARED | = | COST PER YEAR |
|---|---|---|---|---|---|---|---|---|---|
| GS-12 | $7.51 | | 3 | | $22.53 | | 12 | | $270.36 |
| GS-05 | 3.15 | | 1 | | 3.15 | | 12 | | 37.80 |

B. COSTS OF COMPUTER PRODUCED REPORTS

| | | | | | |
|---|---|---|---|---|---|
| | | | | | |

TOTAL COSTS PER YEAR: $308.16

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in Item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Agency Budget and Accounting Requirements

14. FUTURE GOALS

ACTION PROPOSED BY COMPONENT FOR THIS REPORT: [X] RETAIN AS IS; [ ] CHANGE; [ ] DISCONTINUE; [ ] OTHER (explain)

ESTIMATED SAVINGS: MAN-HOURS; DOLLARS STAT

15. DATE OF INVENTORY: 8 Oct. 1970

16. NAME AND TITLE OF PERSON FURNISHING INFORMATION: STAT Budget Officer/OSA

17. EXTENSION

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